

## Student Record Label Printing

### OEAA Secure Site

The M-STEP, WIDA, MI-Access, and PSAT 8/9 for grade 8 assessment scores are required to be placed in a student's CA60 file. Student Record Labels are printed and shipped to schools with the parent reports to fulfil this requirement. These are the assessments that are included in accountability calculations.

Student record labels are not available for WorkKeys, WIDA Screeners, PSAT 8/9 for grade 9 and PSAT 10.

You will need labels that are 2" x 4" labels, two columns with 10 to a page. The Avery label would be Avery 5163.

1. Log on to the OEAA Secure Site at [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure) with your MEIS login and password.
2. From the Report menu, select Student Record Labels.
3. Select the test cycle from the Test Cycle dropdown.
4. If not already populated, select the ISD, District and School from the dropdowns. This will be the school where the student took the assessment.
5. If you are looking for a specific student, you can complete the Student Last Name, Student First Name fields or the enter the student's UIC number in the UIC field.
6. You can choose to filter by grade level by selecting the grade from the Grade dropdown.
7. After completing the Search Criteria section, click the Search button at the bottom right. You can use the Reset button to reset the Search Criteria fields if needed.

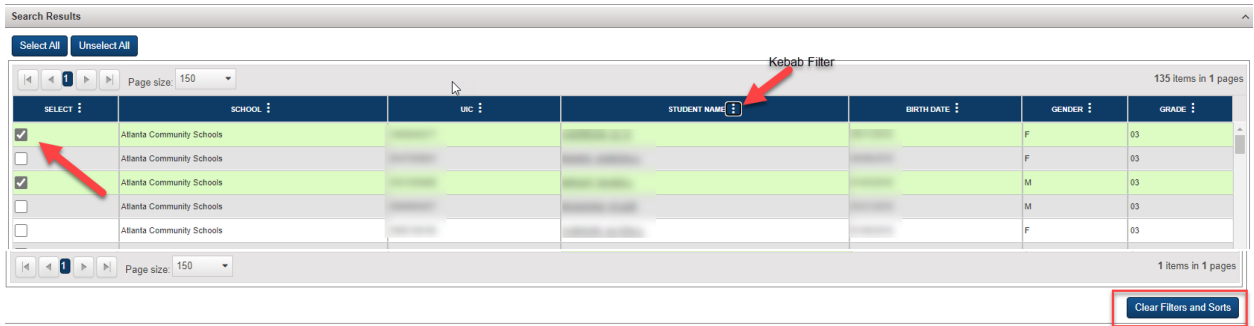
#### Student Record Labels

The screenshot shows a 'Search Criteria' form with the following fields:

- Test Cycle:** A dropdown menu with the text 'Select a Test Cycle'.
- ISD:** A dropdown menu with the text 'Select an ISD'.
- District:** A dropdown menu with the text 'Select a District'.
- School:** A dropdown menu with the text 'Select a School'.
- Student Last Name:** A text input field with a blue circular icon containing a plus sign.
- Student First Name:** A text input field with a blue circular icon containing a plus sign.
- UIC:** A text input field.
- Grade:** A dropdown menu with the text 'Select a Grade'.
- Search:** A blue button.
- Reset:** A blue button.

8. Search results will come back based on the fields entered or selected in the Search Criteria section.
9. Select the student(s) that you wish to print a student record label for by clicking and placing a check mark in the far right Select column.
  - a. Don't forget, you can filter the columns by using the kebab (three vertical dots) at the top of each column.
  - b. Filtering will only change the search results and will not change or lose any data.

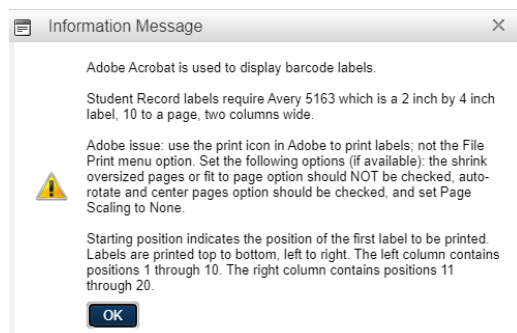
- c. You can clear a filter again using the kebab filter or by clicking on the Clear Filters and Sorts button at the bottom right.



10. After selecting the students, scroll down to the Print Student Records Labels section. Select the starting position that labels should begin printing on the label sheet and select the number of copies for the labels that you are printing.
  - i. Please note that each time to place a label sheet through the printer the labels can start to take on a grey color.
  - ii. The labels are numbered from the left column down to the right column.
11. Select the number of copies that you wish to print.



12. Click the Print Labels button at the bottom right.
  - a. Student record label printing Instructions will come up, please make sure to read the instructions to ensure that the barcode labels will print successfully.
  - b. Make sure popup blockers are disabled for the OEAA Secure Site.
  - c. When ready, click on OK.



13. The barcodes should open as a pdf document. If they do not open, check for a popup blocker.
14. Click on the printer icon.

- a. Make sure Shrink oversized pages, Shrink to fit, Fit or Auto-rotate and center pages is not selected. (these options will be based on what you use to open and print pdf documents)
  - b. Make sure Actual size if available is selected.
  - c. Ensure the orientation is Auto portrait/landscape or Portrait is selected.
  - d. Make sure you have the correct labels loaded in the printer. They are 2" x 4", with two columns and 10 to a page. Avery 5163.
15. When you are ready to print, click the Print button.